

Maine Educational Assessment (MEA) 2016-2017

Mathematics and ELA/Literacy
Test Administration Workshop
Grades 3-8



February 2017

Presenters

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Training Agenda

- MEA Online System
 - MEA Portal Overview
 - MEA Kiosk Overview
- Conclusion
 - Schedule
 - Questions & Answers

MEA Online System

MEA Portal:
Test Administration
System

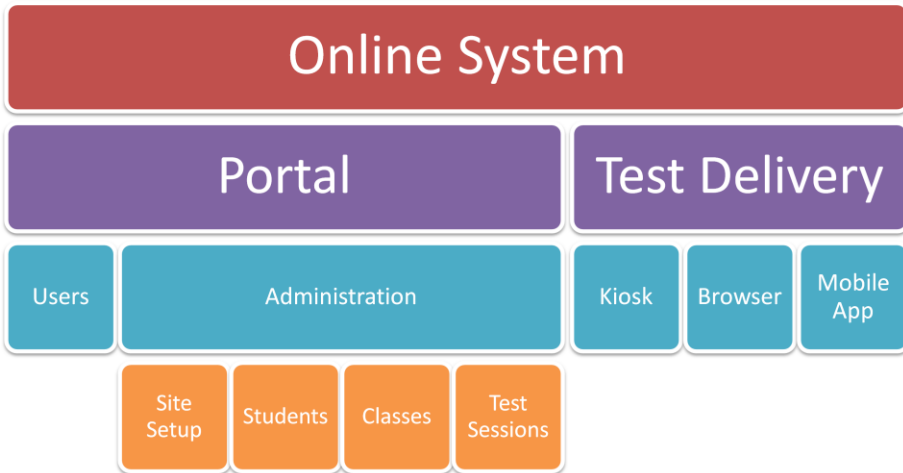


MEA Kiosk:
Student Test Delivery
System



The MEA Online system is comprised of two components: The Portal, which is accessed by administrators, and the Kiosk which is accessed by students.

MEA Portal & Kiosk Components



The portal is made up of a User Management component, as well as an Administration component. The Administration component allows users to access Site Setup information, Student Data, Class Rosters, and Test Session details.

The Test Delivery component is available via kiosk, browser, and mobile app. It should be noted that only the Sample Items and Student Tutorial are available via the test delivery browser.

MEA Portal Overview



User Management



Administration

MEA Portal

- Go to <https://maine.measuredprogress.org>
- Available February 10, 2017
- Browser Specifications:
 - Chrome[®] 55 or newer
 - Firefox[®] 49 or newer
 - Safari[®] 9 or newer
 - Internet Explorer[®] 11
 - Microsoft Edge





MEEA Portal Access

- District Assessment Coordinators (DACs): usernames and passwords will be emailed to you on February 9, 2017.
- DACs must create all other users within the portal.
 - New users will receive an email from maineservicecenter@measuredprogress.org with a username and temporary password.



MEA Portal User Roles

| User Role | Responsibilities |
|---------------------------------------|---|
| District Assessment Coordinator (DAC) | <ul style="list-style-type: none">• Manage users (all roles)• Assign student accommodations• View classes• Schedule test sessions• Manage & monitor test sessions• Prepare IT network for student testing |
| IT Coordinator (ITC) | <ul style="list-style-type: none">• Manage users (DU, STC, TA accounts)• Assign student accommodations• View classes• Schedule test sessions• Manage & monitor test sessions• Prepare IT network for student testing |



MEA Portal User Roles

| User Role | Responsibilities |
|-------------------------------|--|
| District User (DU) | <ul style="list-style-type: none">• View users• View students• View classes• View & monitor test sessions |
| School Test Coordinator (STC) | <ul style="list-style-type: none">• Manage users (TA accounts)• Assign student accommodations• View classes• Schedule test sessions• Manage & monitor test sessions• Prepare IT network for student testing |
| Test Administrator (TA) | <ul style="list-style-type: none">• View students• View classes• View & monitor test sessions |



MEA User Management

- Create New Users
- View Users
- **Upload & Export Users***



*this is a new feature for the 2017 administration



You will log in to the portal with the username and password that are emailed to you on Thursday, February 9th.

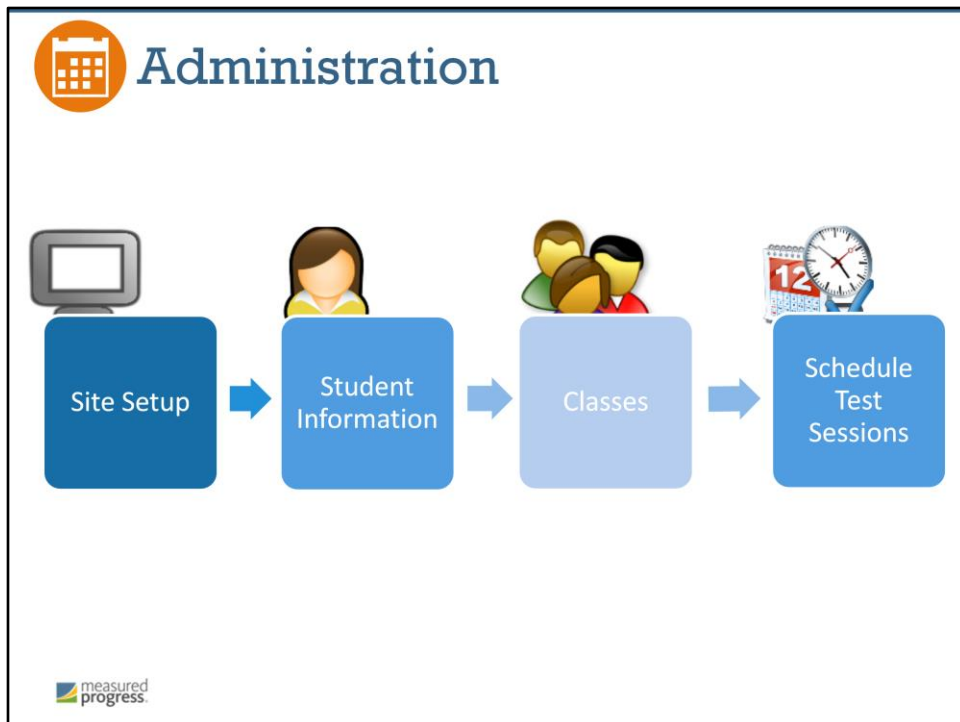
The first thing that you will want to do is update your password! To do this, navigate to the upper right corner of the page and click on your name. Then, click on My Profile followed by Edit Information. You can update your password here. Click Save Profile and your new password will be saved.

DACs are responsible for creating DU, ITC and STC accounts. To do this, you will click on the Users tab at the top of the page. The first time you log in, this table will be empty. You have a couple of options for creating new users: you can manually create a new user by clicking on the Create New User button, or you can create users in bulk using the new Import Users feature. To do this, simply click on the Import Users button. You'll select an Action – you can either Add New Users or make updates to existing users.

You can see that the template is made up of columns for Username, First Name, Last Name, Role, Org, Phone, Fax, and Address. The Phone, Fax and Address columns are not required so feel free to leave these fields blank if you don't have this information readily available to you. The Portal User Guide includes detailed steps for identifying your organization's Org number, as well as detailed steps for adding a user to multiple organizations. Once you're satisfied with your user upload file, you will save it to your

computer, then click the Choose File button. Select the file and click the “Upload” button. The system will automatically generate accounts based on the file that you uploaded and will also provide a detailed error report in the event that there is an issue with any of the accounts you are trying to create. Users will automatically receive emails from the system containing their login credentials.

Users can be exported for easy editing by selecting the user accounts from the table, and clicking the Export Users button. Edits can be made to the file, and the file can be re-uploaded so that those changes reflect in the system.



Now we are going to move on to the Administration component. The Administration component of the portal includes:

Site Setup

Student data management (including uploading accommodations)

Class management

Test scheduling



Administration – Site Setup

- Download the kiosks
- Conduct Site Readiness Testing
- Certify Site Readiness



Conducting the SRT and certifying your site as ready for testing is extremely important. Not doing so may pose a risk to your site for online testing.



Administration – Site Readiness

- Used to verify successful kiosk installation
- Checks bandwidth, connectivity to saved response location, screen resolution requirements, and read aloud capabilities

System Check

Screen Resolution: 2560x1440 Host: maine.measuredprogress.org Operating System: MacOS

- 1 **Bandwidth Test passed.**
Your download speed is 7.45 Mbps.
With the detected speed between your site and our data center, you should be able to test 20 devices simultaneously.
- 2 **Connectivity Check passed.**
All connectivity checks passed.
- 3 **Screen resolution passed.**
Current screen resolution is at least 1024x768.
- 4 **Text-to-Speech check passed.**

Test Finished.

[Return](#)



The system check prompts you to enter the number of students who will be logging in to the test and clicking the Continue button simultaneously. If the number of students who need to start the test at the same exact time exceeds the number allowed by the bandwidth test, simply stagger the groups of students logging in by 40-60 seconds.



Administration - Students

- Student Information & Enrollment Data
 - Available in portal February 10, 2017
- Student Accommodations
 - Districts/Schools responsible for assigning all accommodations to students
 - **Can be assigned manually or via file upload***

*this is a new feature for the 2017 administration



Responsible for assigning embedded and NON-embedded accommodations.



Administration - Classes

- Classes
 - Pre-created based on student data available via Infinite Campus
 - Classes are created based on grade and content area



Think of a “class” as a proctoring group!

Nancy: If any student data is inaccurate, schools should contact MEDMS Help Desk, medms.helpdesk@maine.gov, 207-624-6896.



Administration – Test Sessions

- Test Session Management
 - Schedule classes to test sessions
 - Print test logins with students' usernames and passwords
 - Manage and monitor test sessions
 - **Test Status Export***

*this is a new feature for the 2017 administration



Administration





MEA Kiosk Overview

- Kiosk
 - Available on Windows, Mac and Linux
- Mobile App
 - Available on iPads and Chromebooks
- Browser
 - Available on Chrome, Safari, Internet Explorer, Firefox, and Microsoft Edge



Note that the browser kiosk is ONLY available for Sample Items and the Student Tutorial.



Kiosk Installation

Download eMPowerMEA Kiosk

Install kiosk on testing devices*

Conduct Site Readiness Testing

Certify Site

***Installation Options:**

Manual installation, scripted installation, software distribution via group policy





Student Device Requirements

System Requirements – All Hardware

| | |
|---|--|
| Connectivity | Student devices must be able to connect to the internet via wired or wireless networks |
| Screen Size | 9.7" screen size or larger/ "10-inch class" tablets or larger |
| Screen Resolution | 1024 X 768 |
| Browsers (Sample Items, Tutorial ONLY) | Chrome™ 55 or newer Firefox® 49 or newer Safari® 9 or newer Internet Explorer 11 Microsoft Edge |
| Headphone/Earphone/Ear Buds | Headphones/earphones/ear buds are required for students who have a text-to-speech accommodation. Microphones are not required for the 2017 assessment. |



Student Device Requirements

| Desktop and Laptop Specific Requirements | |
|--|---|
| CPU | 1.2 GHz |
| Memory | 2 GB |
| Input Device | Keyboard – wired or wireless/Bluetooth mouse or touchpad |
| Windows® operating system | Windows Vista®, 7, 8.1, and 10 (32-bit and 64-bit) |
| Mac OS® operating system | 10.9 – 10.12 (64-bit only) |
| Linux OS | Ubuntu 14.04.5, 16.04.1 LTS (64-bit only) Fedora™ 23, 24 (64-bit only) |



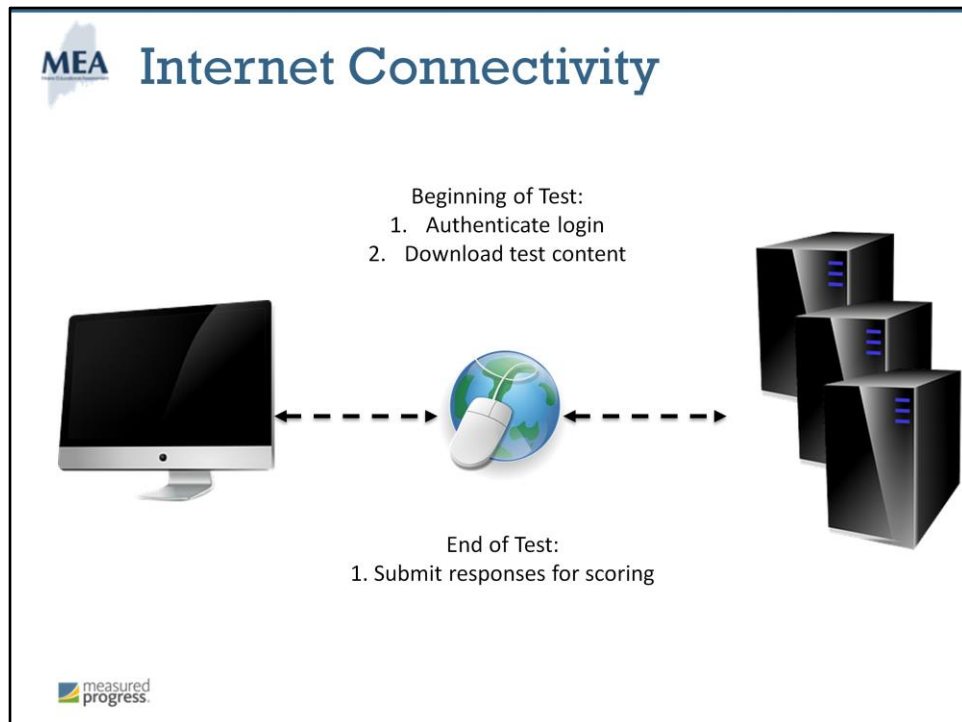


Student Device Requirements

| Tablet/Netbook/2-in-1 Specific Requirements | |
|--|-------------------------------------|
| iPad® | 10.2.0-10.2.1 |
| Chromebook™ | Chrome OS™ 53-55 |
| Windows-based tablets/netbooks/2-in-1 | Windows 8.1, 10 (32-bit and 64-bit) |

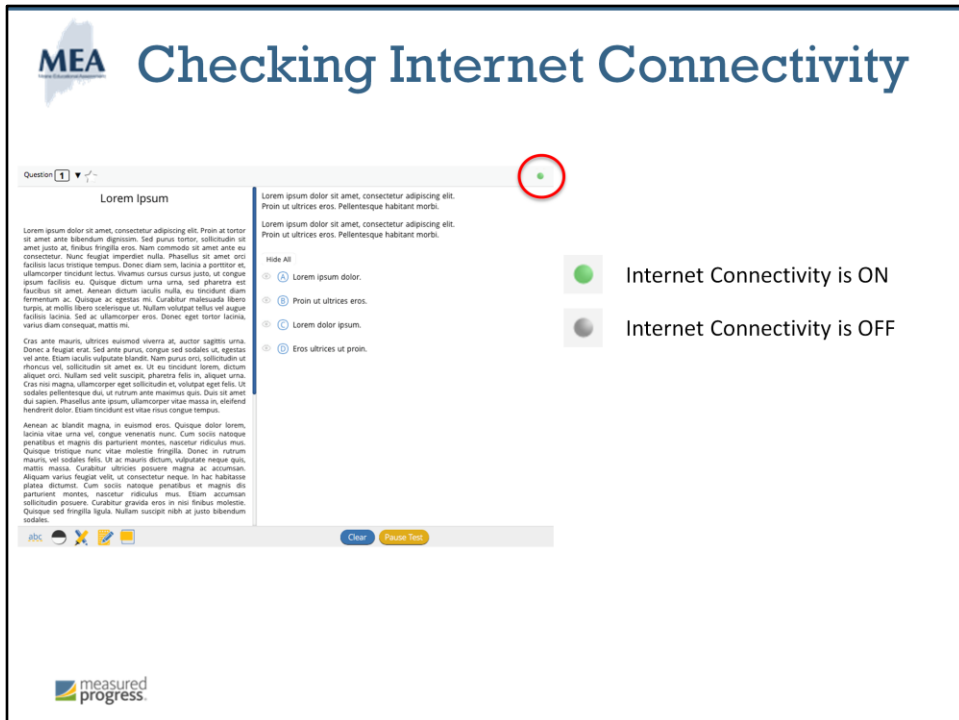
- Newer versions of ChromeOS and iOS may not function as expected with the MEA Kiosk.
- iOS 10.2.0-10.2.1 should be used for optimal AAC use.
- No requirements for local assessment servers or caching machines.
- External keyboards are optional for iPad users.





Web-based application installed on each workstation or the network that can be launched from the desktop icon

- Needs internet connection to communicate with the testing server using web technologies via HTTP and HTTPS
- Internet connectivity is required to download test content and submit responses for scoring
- If there is no internet connectivity when the students' answers are submitted, the Kiosk will store those answers (encrypted) until it is re-launched after internet connectivity is restored



MEA Checking Internet Connectivity

Question 1

Proin ut ultrices eros. Pellentesque habitant morbi.

Proin ut ultrices eros. Pellentesque habitant morbi.

Proin ut ultrices eros. Pellentesque habitant morbi.

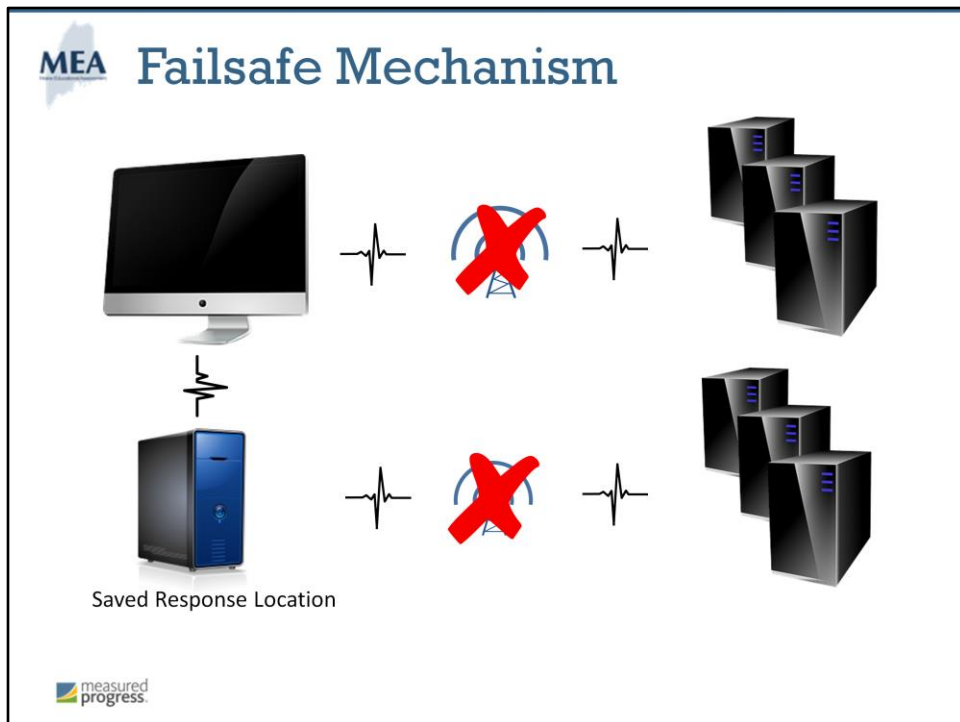
Hide All

- ☐ A Lorem ipsum dolor.
- ☐ B Proin ut ultrices eros.
- ☐ C Lorem ipsum ipsum.
- ☐ D Eros ultrices ut proin.

Clear Pause Test

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Students may not notice this, but proctors should be alerted to keep an eye on this indicator.



Periodic Data Syncs (Heartbeats)

- Triggered to periodically save and protect student responses
- Internet interruption during testing:
 - Encrypted responses saved in the location indicated during installation
 - Responses sent to server once internet connectivity is restored
- Internet interruption at the end of testing:
 - Student will receive a warning screen to alert their proctor the responses cannot be sent
 - Proctor must re-launch the Kiosk once internet connectivity is restored to send responses

Keep in mind that if you install the saved response location on the network, the student testing device must maintain connection with the network. Otherwise, if the internet connectivity is interrupted AND the network connectivity is interrupted, the student will be unable to continue testing.

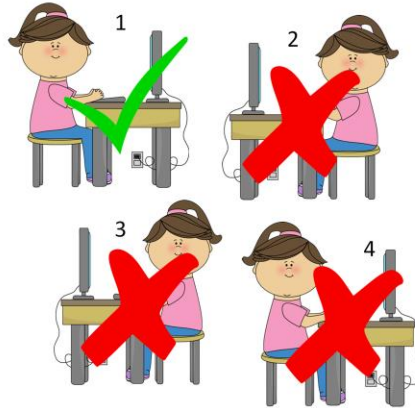
MEA IMPORTANT INFORMATION

- Each student should use ONE device



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- Testing on multiple devices can create stale responses





CHROMEBOOK INFORMATION

- Do **not** turn off Chromebooks experiencing internet connectivity issues.
- Need to switch devices? Call technical support immediately:
 - 1-855-652-8929
- **MDOE is allowing the use of 360° Chromebooks as long as the students are testing in keyboard/laptop mode. Students are NOT permitted to test in tent or tablet mode.**

Share this information with all IT and school personnel!



MEA Security



- RSA encrypted test content
- 128-bit SSL encrypted student data
- Kiosk-mode on all devices



Content

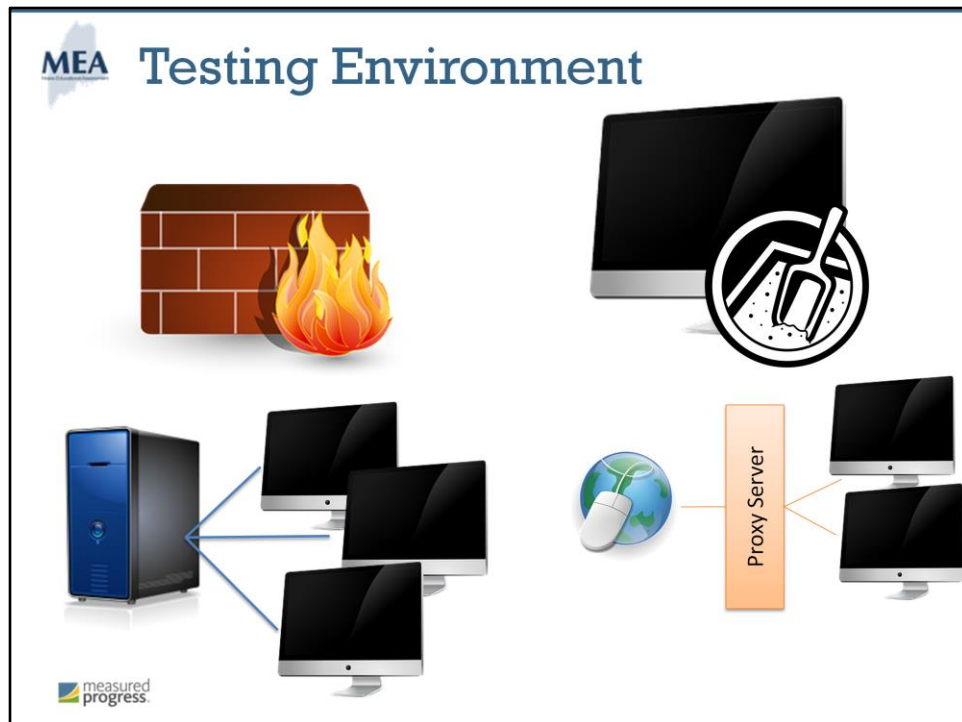
- Encrypted test content using RSA
- Remains encrypted during transmission from web server to Kiosk on student workstation
- Downloaded and decrypted upon student login
- Decrypted content is stored in memory and expires immediately after Kiosk is exited

Student Data

- Uses industry standard 128-bit SSL encryption

Device Security

- Kiosk-mode restricts students from accessing other programs/applications during testing
- iPad® AAC restricts students from accessing other programs/applications during testing
- Chromebook Single App Mode restricts students from accessing other programs/applications during testing



Firewalls

- Allow two-way traffic through ports 80 and 443

Proxy and content filter servers

- White list the following on ports 80 and 443:
 - <https://maine.measuredprogress.org>
 - <http://maine.measuredprogress.org>
 - fonts.googleapis.com
 - themes.googleusercontent.com
 - googleusercontent.com

Sandboxing applications (i.e., Deep Freeze)

- While installing the Kiosk, choose network folder or local folder that is not touched by the sandboxing applications, both for stored responses and Kiosk installation folders

Thin Clients

- Ensure there is enough memory, CPU, and bandwidth on the server to accommodate multiple student test sessions
- Kiosk requires a minimum of 80 MB per Kiosk session

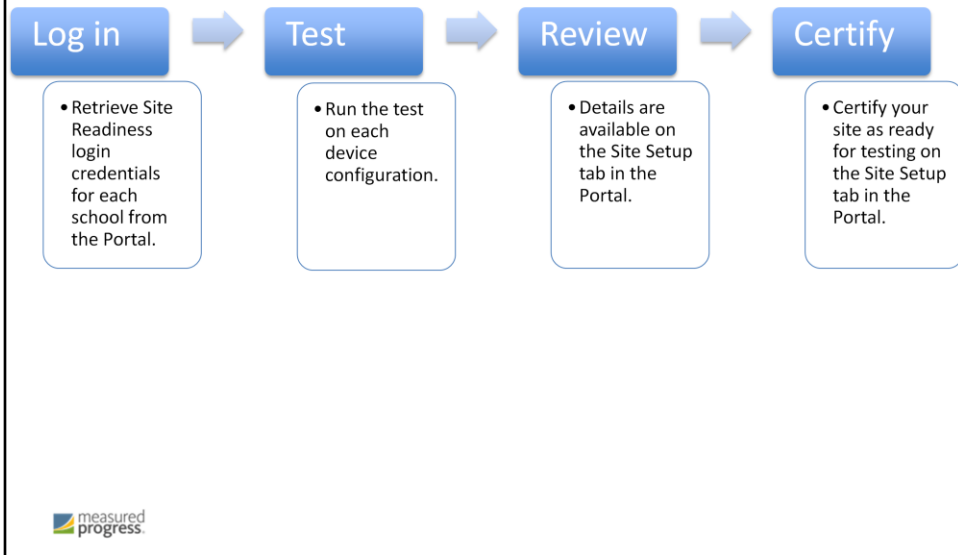


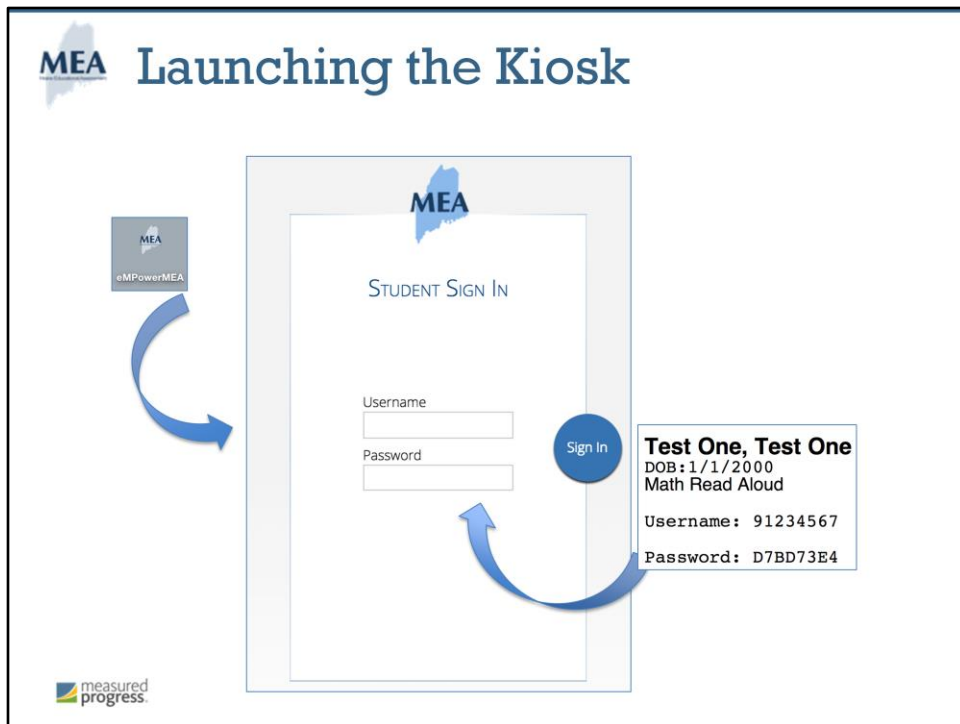
Kiosk Installation

- Download kiosk from MEA Portal
- Download apps from app stores
- Review installation guide
 - Available at maine.onlinehelp.measuredprogress.org
- Install kiosk on all testing devices
- Conduct site readiness testing on all device configurations
- Certify site ready for testing



Site Readiness Testing





Kiosk is installed on each computer or on the network

- Students will launch the Kiosk from a desktop icon or a network folder
- Students log in using their provided usernames and passwords
- Logins provide unique access per student per test and are NOT case sensitive

MEAP Starting the Test

The screenshot displays the MEAP Test Sessions interface. On the left, a sidebar contains navigation links: Home, Site Setup, Students, Classes, and Test Sessions. The main content area shows the 'Test Sessions' page for a user named 'Demo John Demo Doe'. The page includes a header with the MEAP logo and the title 'Starting the Test'. Below the header, there is a section for 'Test Sessions' with details for the current session: District: Cyber City, Administration: 2015-2016, School: Cyber City Sch 1, Class: ELA Period 6 (Grade 4), Teacher: ELA 2 Session, Test Name: ELA 2 Session, and Testing Window: 01/28/2016 12:00 AM to 01/31/2016 11:45 PM. A green box indicates that the test is in progress, ending on 01/31/2016 at 11:45 PM Eastern Standard Time. Below this, there is a section for 'Access Codes' with a table showing session sequences. A blue arrow points from the 'Session Sequence' table to the 'Session Access Code' field at the bottom. The table lists two sessions: Session 1 and Session 2. Session 1 has an access code of 100140868 and a date of birth of 2000-01-01. Session 2 has an access code of 100140868 and a date of birth of 2000-01-01. The table also includes columns for School Name, Teacher, Grade, and Gender. Below the table, there is a section for 'The following tests have been scheduled for you:' which lists 'ELA 2 Session'. At the bottom, there is a 'Session Access Code' field with a 'Submit' button.

MEAP Starting the Test

Test Sessions

District: Cyber City
Administration: 2015-2016
School: Cyber City Sch 1
Class: ELA Period 6 (Grade 4)
Teacher: ELA 2 Session
Test Name: ELA 2 Session
Testing Window: 01/28/2016 12:00 AM to 01/31/2016 11:45 PM

Test is in progress. It ends on 01/31/2016 at 11:45 PM Eastern Standard Time.
*Note: All test start and end times are reported in Eastern Standard Time.
Students may log in and take the test using their username and password.

Access Codes

| Session Sequence | State Student ID | Date of Birth | Grade | School Name | Teacher | Grade | Gender |
|------------------|------------------|---------------|-------|------------------|---------|-------|--------|
| 1 | 100140868 | 2000-01-01 | 5 | Cyber City Sch 1 | | Male | |
| 2 | | | | | | | |

Back to Test Sessions

Session: Choose a Session

1 tokens per page

Print selected logins Print all logins (0)

| Last Name | First Name | Username | Password | Form |
|-----------|------------|-----------|----------|---------------|
| Demo Doe | Demo John | 100140868 | 9354EAB8 | ELA 2 Session |
| Demo Doe | Demo John | 1001341 | 9354EAB8 | ELA 2 Session |

The following tests have been scheduled for you:

ELA 2 Session

Show Sessions List








Session Access Code:

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Session passwords are provided to proctors to have all students enter before beginning that section of the test

Universal Tools




Universal Tools are available to all students on computer based tests.

| Name | Tool Icon | Description |
|-------------------------------|---|---|
| Guideline |  | Student uses onscreen tool to assist in reading by raising and lowering tool for each line of text. |
| Answer Masking |  | Student hides possible answer choices (multiple choice items only). |
| Sketch & Highlight |  | Student may draw using black, red, or blue brushes; highlight; or erase |
| Notepad |  | Student may type notes for each particular item |
| Screen Zoom |  | Students can zoom full screen up to 150% |
| Reverse Contrast |  | Inverts all color values. |
| Custom Masking |  | Students can mask certain parts of screen. |



Item Tools

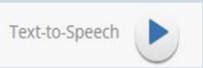


Item Tools are available to all students on specific test items.

| Name | Tool Icon | Assessment/Content Area |
|-----------------------|---|-------------------------|
| Basic Calculator |  | Grades 3-6 Mathematics |
| Scientific Calculator |  | Grades 7-8 Mathematics |
| Ruler |  | Mathematics |



Accommodations

Accommodations are available to specific students.

| Name | Content Area | Tool Icon | Description |
|-------------------------------------|--------------|---|--|
| Text-to-Speech Mathematics | Mathematics |  | Students can play, pause, or stop audio. |
| Text-to-Speech Writing | Writing |  | Students can play, pause, skip passage, or stop audio. |
| Color Contrast | All |  | Students select desired text and background color. |
| Turn Off All Universal Tools | All | Not Applicable | Universal Tools will not be available |

MEA Options Page

If a student is assigned an embedded accommodation, they will see an “Options” page when they log in to the kiosk.

The screenshot shows the 'Options' page with the following elements:

- Text-to-Speech:** A label with a downward arrow pointing to the 'Default' color contrast option.
- Volume:** A slider set to 100.
- Color Contrast:** A grid of 12 color schemes:

| | | | | | |
|-----------|---------|----------|------------|-----------|----------|
| Default | Classic | Oriental | Chalkboard | Nocturnal | Aquiline |
| Eccentric | Azure | Haunted | Celestial | Antique | Creamy |
- Continue:** A blue button at the bottom left.



- For students with accommodations, an “Options” page will be displayed.
- Students may NOT uncheck these accommodations, but within the test itself, the usage of each of these accommodations is optional.

MEA Kiosk



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IMPORTANT INFORMATION

- Assign all text-to-speech accommodations **prior to scheduling tests.**
 - If a class is already scheduled, assign accommodations and click Generate Missing Student Test Logins on the Test Session Details page.

Generate Missing Student Test Logins

There are some missing student test logins in this test session. It can be because of students added to the class after creating the test session. Please use the button below to generate test logins for these students.

Generate Missing Student Test Logins
 - If a student logs in to the test and the text-to-speech accommodation has not already been assigned, the test must be invalidated by Maine DOE and the student must be scheduled for the test again.



Text-to-Speech Voices

- The default voice set on device is the voice used for text-to-speech during testing.
- Use the sample items to let students listen to the voice.
- Review the installation guide for more info:
 - maine.onlinehelp.measuredprogress.org

MEA Proctor Password

Home Students Classes Test Sessions User: TA Demo

MEA Home

Welcome to the Maine Educational Assessment Portal (MEA) for grades 3-8 Math and English language arts. This site provides access to student information and test session details.

If you need assistance utilizing this site please call 855-652-8929.

If you need assistance with paper based testing please call 855-652-8929.

Proctor password for Cyber City Sch 1 (Cyber City Sch 1) emetric1

Hello, demo student-six

| | | |
|------------------------------|-----------------------------|------------------|
| 1234567897 Student Number | 10/12/2000 Date Of Birth | 7 Grade |
| Cyber Sch1 School Name | Teacher | Female Gender |

The following tests have been scheduled for you:

Demo Math Test

Proctor Password

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In the event that a student pauses their test for longer than 30 minutes, or is inactive within their test for longer than 60 minutes, the proctor password will be required in order for the student to continue testing. The proctor password is located at the bottom of the Administration home page. The student will log in to their test and will see this Proctor Password text box; only the test administrator should enter the password, the student should never know what the password is. Once the TA enters the proctor password, the student can click Submit and they will be able to continue testing.







Passwords

| Type of Password | Utilization | Entered By |
|--------------------|--|------------|
| Student Password* | Used to log the student into the appropriate test | Student |
| Session Password | Used to log the student into the appropriate session of the test | Student |
| Proctor Password** | Used to log the student into the appropriate session of the test if the student began the session, paused for longer than 30 minutes or is inactive for longer than 60 minutes, and needs to resume the session. | Proctor |

* Student test password is NOT case sensitive

** Proctor password must be kept confidential.

MEA Exiting the Kiosk

| Steps | Button to Click |
|--|--|
| On the last item, students click Finish . |  |
| On the test review screen, students click Turn In . |  |
| Below the confirmation question, students click Turn In . |  |
| Student returns to test session selection page and may select the next session or click Exit to exit the kiosk. |  |



Sample Items: Online

- Available **February 20, 2017**
- Use kiosk, mobile app, or browser
 - Use kiosk or mobile app if screen zoom or text-to-speech is required
 - <https://maine.measuredprogress.org/student>

Math Sample Items

Username: MaineMath
Password: practice

ELA Sample Items

Username: MaineELA
Password: practice



- *Sample items can be taken with a browser or with the kiosk.*
- *If a student will need screen zoom or text-to-speech accommodations, they must use the kiosk.*
- *Students should take the sample items on the devices to be used for testing.*

All accommodations are turned on for the sample items. Students should be made aware that some of the accommodations (TTS and color contrast) may not actually be made available to them in the operational test.



Schedule – Mathematics, Reading, Writing & Language

| Task | Date |
|--|-----------------|
| Student data available in Portal for assigning accommodations and class creation | 2/10/17 |
| Begin Site Readiness testing and Site Certification at test sites | 2/10/17* |
| Begin scheduling tests | 3/6/17 |
| Testing Window | 3/20/17-4/14/17 |

*It is recommended to complete Site Readiness testing **as soon as possible** in order to identify any device configuration issues.





Schedule – Essay

| Task | Date |
|------------------------|----------------|
| Begin scheduling tests | 4/24/17 |
| Testing Window | 5/8/17-5/19/17 |



Questions & Answers

- Measured Progress Technical Product Support
 - maineservicecenter@measuredprogress.org
 - 1-855-652-8929
- Help & Support Site
 - maine.onlinehelp.measuredprogress.org

Thank you.

